

**U.S. DEPARTMENT OF ENERGY**  
**NEVADA OPERATIONS OFFICE**

**GUIDE**

**NV G 430.X1**

Approved: 2-11-00  
Review Date: 2-11-02  
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**GENERAL PLANT PROJECT  
PLANNING PROCESS GUIDE**

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**INITIATED BY:**  
**Engineering & Asset Management Division**

# GENERAL PLANT PROJECT PLANNING PROCESS GUIDE

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1. OBJECTIVE. The General Plant Project (GPP) Planning Process Guide:
  - Provides uniform requirements for the planning and prioritization of all GPP activities at the DOE Nevada Operations Office (DOE/NV); and
  - Clarifies and defines GPP planning requirements under DOE O 430.1A, LIFE-CYCLE ASSET MANAGEMENT.
2. CANCELLATION. None.
3. APPLICABILITY. This Guide is applicable to DOE/NV personnel responsible for planning, authorizing, and administering construction projects funded from GPP funds. Also identified are the functional responsibilities of how internal and external organizations interface with this DOE/NV process, provide support to DOE/NV in planning and administering GPP, or serve on the DOE/NV Decision Board.
4. BACKGROUND.
  - a. GPPs are essential to protect and upgrade the government's investment by preventing excessive deterioration and/or obsolescence. Execution of GPPs fulfills the following, continuing requirements:
    - (1) To maintain U.S. Department of Energy (DOE) facilities/infrastructure in a good state of repair.
    - (2) To eliminate or reduce health, safety, and security problems.
    - (3) To adapt the facilities to new or improved production techniques.
  - b. GPPs provide for design and/or construction; other capital alterations and additions; and improvements to land, buildings, and utility systems. These projects include construction of small new buildings, replacements or additions to facilities and infrastructure, and general site improvements. The cost of installed equipment is included when it is an integral part of the project.

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- c. The GPP category of projects is designed to resolve changing requirements, emergencies, and contingencies arising subsequent to the submission of the budget and which may force changes in scope, the deletion of projects, and/or the addition of new projects.
  - d. GPP funding shall not be used in incremental segments to construct larger facilities.
    - (1) Each project shall be a discrete, standalone entity.
    - (2) The total cost estimate for a GPP shall not exceed \$5 million.
    - (3) In those occasional instances where design is funded in one fiscal year (FY) and the construction is funded in the next FY, every effort will be made to complete the construction as early as possible.
    - (4) It is imperative that an audit trail be maintained to verify compliance with the funding limitations and incremental funding prohibitions.
5. REQUIREMENTS AND PROCEDURES. A GPP Planning Process flowchart can be found as Attachment 1.
- a. Preliminary Planning.
    - (1) The preliminary planning for GPP is addressed within the context of the DOE budget process. To ensure understanding of the terminology used, check the definitions under *Fiscal Year* (Section 7, DEFINITIONS).
    - (2) The planning cycle for the GPP category commences with the identification of candidate projects on Project Criteria Forms (PCF), approximately 15 months before the start of the budget year (BY). For example, a candidate FY 1999 GPP should be identified by July 1997. A GPP candidate is reviewed and further defined throughout a 12-month period, concluding with a conceptual design (CD).
    - (3) Since the GPP list consists of numerous small projects and is not created to be static, the planning cycle must also be continuous. CDS are developed throughout the year to meet program requirements.

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- b. Call for Identification of Proposed Projects. DOE/NV Assistant Manager for Technical Services (AMTS) will issue an annual letter to potential sponsors (DOE/NV Principal Staff, contractors, laboratories, and other users) for the identification of projects proposed for funding from GPP funds. Attachment 2 provides an example of an annual request letter.
- c. Identification of Need for Proposed Projects.
  - (1) Proposed projects should be identified by sponsor and submitted by letter to the Director, Engineering & Asset Management Division (EAMD). A completed PCF for each proposed project should be attached. The form can be obtained from EAMD's home page. Attachment 3 provides an example of a PCF with completion instructions.
  - (2) The DOE/NV EAMD GPP Planning Project Manager and the contractor's GPP Planning Facilitator (Section 7, DEFINITIONS) will review each sponsor's PCF for programmatic justification and scope, will evaluate and consider each project, and will coordinate all evaluations with the respective sponsoring program organizations.
  - (3) Projects that arise from unforeseen problems or requirement changes may be requested for consideration at any time.
- d. Preliminary Prioritization of Projects. The contractor will prioritize projects according to the Capital Asset Management Process (CAMP) as outline in the DOE Headquarters Good Practice Guide, Office of Field Management, 030 (GPG-FM-030), *Prioritization*. CAMP is a simple and direct method of ranking proposed capital projects. It uses four major rating categories to span a wide variety of problems and issues facing DOE/NV. The four major categories are: (1) Safety and Health; (2) Environmental and Waste Management; (3) Safeguards and Security; and (4) Mission and Investment. Projects that are related to health and safety will always be given top priority. Once the projects are rated and prioritized internally by the contractor, the GPP Planning Project Manager and the contractor's GPP Planning Facilitator will review this data for each project.
- e. Processing of PCFs. After the PCF for each proposed project is reviewed and evaluated by the GPP Planning Project Manager and the respective sponsoring

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program organization, the contractor's GPP Planning Facilitator will develop a Project Proposal Request (PPR) package. The PPR will summarize the scope, schedule, and planning estimate. Attachment 4 provides an example of a PPR.

- f. Sponsor Presentations. Program organizations responsible for projects on the preliminary prioritization list will be notified in a timely manner by the GPP Planning Project Manager so that they may prepare a project presentation for the Decision Board. The GPP Planning Project Manager will convene a dry-run meeting to ensure that the sponsor's presenters are adequately prepared for the Decision Board meeting. The PPR will be forwarded to the Decision Board member to become acquainted with projects before the Decision Board meeting.

- g. Definition and Responsibilities of Decision Board.

- (1) A Decision Board will be created to perform the following tasks:

- (a) Establish and prioritize the annual GPP Baseline List. Attachment 6 provides an example of this list.
- (b) Consider and balance individual project needs including health, safety, regulatory, and programmatic issues with the DOE/NV mission and program goals.

- (2) The Decision Board will include the following people:

Assistant Manager for National Security/Representative (Preferably the Assistant Manager (AM) or Deputy Assistant Manager (DAM))	1 Vote
AMTS/Representative (Preferably the AM or DAM)	1 Vote
Assistant Manager for Environmental Management/ Representative (Preferably the AM or DAM)	1 Vote
Assistant Manager for Business & Financial Services/ Representative (Preferably the AM or DAM)	1 Vote

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Joint Test Organization Representatives (One Each  
From Los Alamos National Laboratory (LANL), Lawrence  
Livermore National Laboratory (LLNL), and Sandia  
National Laboratories (SNL))

1 Vote (Total)

- (3) All five voting board members are required for a quorum.
  - (4) The Decision Board members will consider program needs, justification, regulatory requirements, mission impacts, and program schedules.
  - (5) A simple majority vote by the Decision Board will be required to add a project to the final list. If circumstances create a tie vote (e.g., an abstention from voting), the decision may be deferred to the DOE/NV Executive Council for final arbitration.
  - (6) Prioritized projects not currently recommended for funding will be held for further consideration and possible action by DOE/NV at a later time.
- h. Two-Part Decision Board Meeting. The GPP Planning Project Manager will facilitate, preside, and coordinate all aspects of this meeting.
- (1) Part I, Informational Portion of Meeting. A preliminary prioritization list along with project scope, justification, and cost estimates (i.e., PPRs) will be provided to all board members for information and review 2 weeks prior to the Decision Board meeting.
    - (a) Attendance during the informational portion of the meeting will be open to all interested parties, sponsors, and stakeholders.
    - (b) The responsible project sponsor will assign a speaker to provide a brief presentation on each proposed project and will provide additional information and answer questions at the meeting. Attachment 6 provides an example of a proposed project presentation.
    - (c) The responsible project sponsor, the contractor's GPP Planning Facilitator, interested stakeholders, and other resource personnel should be available to respond to questions or provide clarification as needed.



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- (2) Part II, Decisional Portion of Meeting (Executive Session). Executive sessions will be attended only by board members, the GPP Planning Project Manager, and others as requested.
- (3) The Decision Board will meet as required and/or determined by the DOE/NV EAMD GPP Planning Manager. Members will be kept informed of GPP activity by letter or e-mail. When required, board meetings will be called by the GPP Planning Project Manager.
- i. Distribution of the Prioritized GPP Baseline List for Authorization of Funding. The GPP Planning Project Manager will prepare a transmittal memo for signature of DOE/NV AMTS and issue the finalized GPP Baseline List. The GPP Design and Construction Project Manager will assign a project engineer to the project. This list will be forwarded to the contractor and serve as notification that CDS may be developed for those projects listed. The contractor will then notify DOE of the cost and schedule date for completion of the individual CD(s).
- j. Development of the CD.
  - (1) The CD will accomplish the following goals:
    - (a) Develop a project scope that will satisfy program needs.
    - (b) Ensure project feasibility and attainable performance levels.
    - (c) Develop reliable conceptual estimates and realistic schedules.
    - (d) Develop project criteria and design parameters for all engineering disciplines and identify applicable codes and standards; quality assurance requirements; required environmental studies; materials; space allowances; energy conservation features; health, safety, and security requirements including all known hazards; and any other features or requirements necessary to describe the project.
  - (2) The contractor's GPP Planning Facilitator will submit four copies of each CD to the DOE/NV EAMD GPP Planning Project Manager who will forward

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one copy each to the DOE/NV EAMD Design and Construction Project Manager, the assigned DOE/NV EAMD Project Engineer, and the sponsoring program organization for review.

- (3) CD reviewers will have 15 working days to review the documentation.
  - (a) Review comments must be written and sent to the DOE/NV EAMD Planning Project Manager. The contractor's GPP Planning Facilitator must also be sent a copy.
  - (b) If the reviewer has no comment regarding a CD, a written statement of "No Comment" must be submitted to the DOE/NV EAMD GPP Planning Project Manager.
  - (c) The DOE/NV EAMD Planning Project Manager and contractor's GPP Planning Facilitator will resolve comments and will inform the sponsors of necessary revisions.
- (4) After implementation of required revisions, the contractor's GPP Planning Facilitator will submit finalized CD(s) to the following personnel for signature approval or concurrence:

*Approval:*

DOE/NV EAMD Design and Construction Project Manager  
DOE/NV EAMD GPP Planning Project Manager

*Concurrence:*

Authorized DOE/NV EAMD Project Engineer  
Sponsoring Program Organization

### 6. RESPONSIBILITIES.

#### a. DOE/NV Manager.

- (1) Maintains overall responsibility and authority for proper use and accountability of GPP funds and the establishment of procedures for planning and administration of construction projects.

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- (2) Delegates authority to administer and manage GPP-funded projects to the AMTS.
- (3) Resolves any conflicts arising out of deliberations of the Decision Board and the GPP planning and administrative processes.

b. Assistant Manager for Technical Services.

- (1) Serves as the DOE/NV Principle Staff Manager responsible for the planning and development of GPPs.
- (2) Supports and monitors the activities of subordinate staff to ensure uniform application of DOE/NV GPP management procedures.
- (3) Delegates authority to administer and manage GPP-funded projects to the Director, EAMD.

c. Director, EAMD.

- (1) Serves as the focal point for GPP project planning, construction project management, and administration.
- (2) Reviews recommendations provided by subordinate staff.
- (3) Designates a GPP Planning Project Manager to serve as the facilitator for the Decision Board and day-to-day planning activities.
- (4) Disseminates meeting announcements, including required notice of attendance.
- (5) Reviews requests for deviations from this procedure. Implements preparation of revisions to this procedure.

d. Director, Environment, Safety & Health Division. Serves as the focal point for environment, safety, and health (ES&H) issues. Will assign personnel to assist in the review of individual projects to ensure that ES&H factors are adequately applied and prioritized.

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e. Assistant Manager for Business & Financial Services.

- (1) Services as the DOE/NV Principal Staff Manager responsible for proper use and accountability of GPP funding.
- (2) Provides expert financial advice and assistance for distinguishing between capital and operating expense projects.
- (3) Allocates financial resources in accordance with approved programmatic provisions.

f. Decision Board.

- (1) Assists, as a trustee body, in maintaining the long-term viability of the DOE/NV complex.
- (2) Ensures DOE/NV project needs are balanced with current and future missions, program goals and objectives, and available funding.
- (3) Establishes and prioritizes the GPP Baseline List for allocation of funding and project implementation.

g. GPP Planning Project Manager.

- (1) Serves as facilitator (nonvoting member) for the Decision Board.
- (2) Develops agendas, coordinates all planning and information to be presented to the board, and ensures adequacy of meeting records and project documents.
- (3) Coordinates technical support activities with the DOE/NV contractors to achieve a thorough understanding and uniform application of the policies of this procedure.
- (4) Makes recommendations on what constitutes sound, cost-effective planning practices and provides these recommendations to the Director, EAMD.

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- (5) Maintains board meeting minutes, GPP Baseline List, and associated Decision Board and planning records.

h. Sponsor.

- (1) Requests funds for projects that fit the GPP definition. A sponsor may consist of DOE/NV staff, laboratories, contractors, other users, and program organizations.

- (2) Presents requested project to the Decision Board.

i. Program Sponsor. Assists the DOE/NV GPP Planning Project Manager throughout the planning and prioritization process to ensure programmatic issues are adequately justified and prioritized.

### 7. REFERENCES.

- a. DOE O 430.1A, LIFE-CYCLE ASSET MANAGEMENT, dated 10-14-98.
- b. DOE O 534.1, ACCOUNTING, dated 9-29-95.
- c. Good Practice Guide, Office of Field Management, 001 (GPG-FM-001), *Project Management Overview*, dated 3-96.
- d. Good Practice Guide, Office of Field Management, 030 (GPC-FM-030), *Prioritization*, dated 3-96.
- e. DOE/MA-0063, *Cost Guide*, Volume 6 of 6, Cost Estimating Methods and Techniques.

### 8. DEFINITIONS.

- a. Conceptual Design. The CD is the key planning document for GPP construction. This document provides a project description, justification, conceptual estimate, and other information required to support the estimate. The level of detail provided in the CD depends upon the technical complexity and scope of the project.

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- b. Conceptual Total Estimated Cost (TEC). This level of estimate is based upon the preliminary information provided by a completed CD.
- c. Contractor's GPP Planning Facilitator. The point of contact within the contractor organization (currently Bechtel Nevada), who provides planning, engineering, and cost estimating expertise to support the DOE/NV Planning Project Manager.
- d. Executive Council. The DOE/NV decision-making body which consists of the Manager, Deputy Manager, Chief Counsel, and all of the AMs.
- e. Fiscal Year. Any yearly accounting period, without regard to its relationship to a calendar year. The FY for the Federal Government begins on 10-1 and ends on 9-30. The FY is designated by the calendar year in which it ends (e.g., FY 1998 is the FY beginning 10-1-97 and ending 9-30-98). Other year designations related to FY include the following:
  - (1) Budget Year. The FY for which the budget is being considered, i.e., executed; 2 years after the present FY.
  - (2) Current Year. The year immediately following the present FY, i.e., 1 year prior to the BY.
  - (3) Prior Year. The present FY.
- f. General Plant Project. A miscellaneous, minor construction project with a TEC ceiling of \$5 million.
- g. GPP Baseline List. An initial, annual priority list of proposed GPPs established on an annual basis by the DOE/NV Decision Board to reflect DOE/NV funding allocations and authorizations.
- h. Joint Test Organization. An organization consisting of the three national laboratories that conducts work at DOE/NV sites. The three laboratories are LANL, LLNL, and SNL.
- i. Planning Estimate. A cost estimate used only for general planning and budgeting purposes. A planning estimate is developed at the time of a project's identification. Since this estimate is developed prior to conceptual design, it

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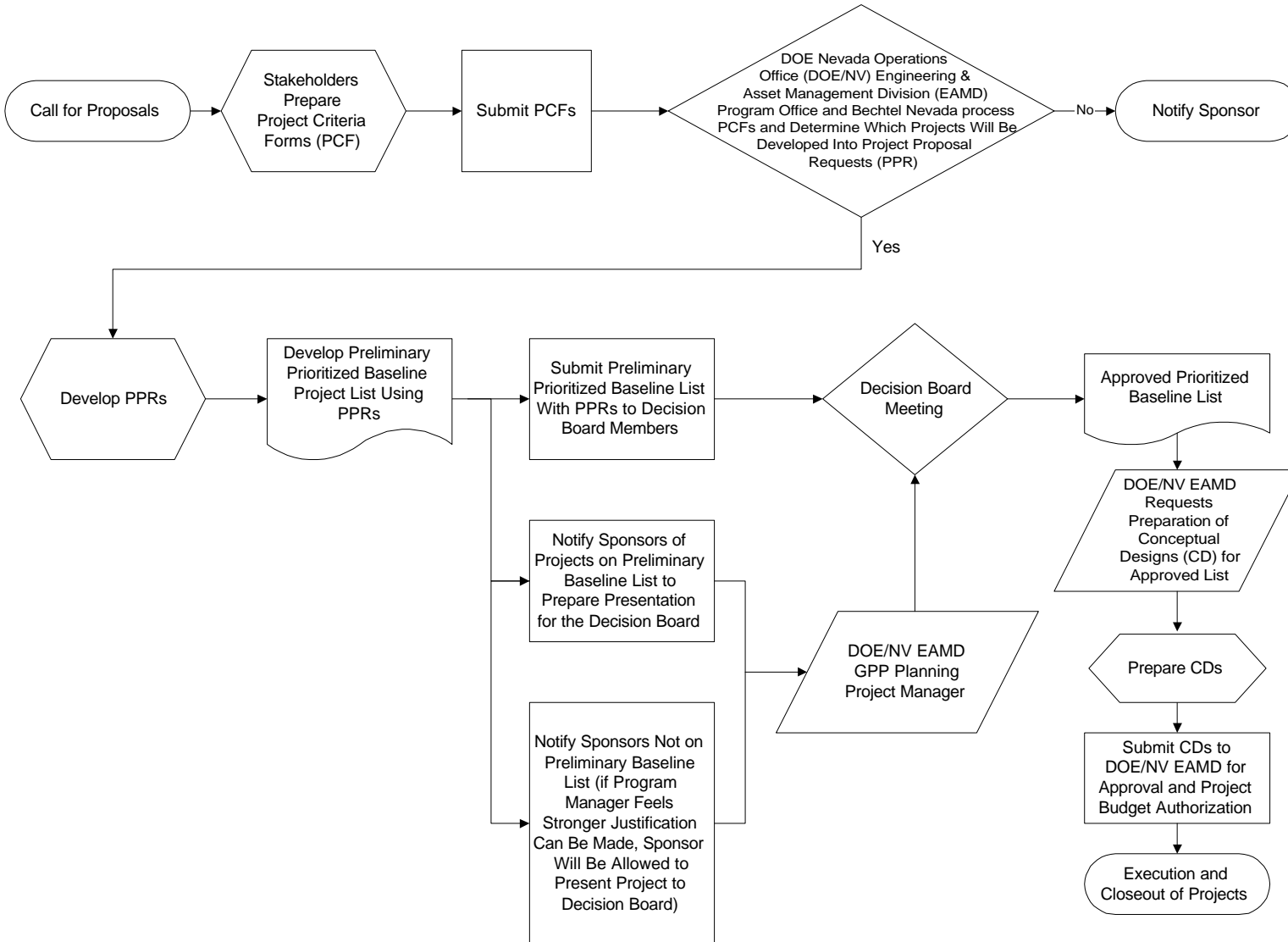
employs only *order of magnitude* quantities. A planning estimate provides the least amount of accuracy and is attributed the lowest level of confidence in comparison with other types of cost estimates.

- j. Project. A unique effort within a program which has firmly scheduled milestones for the required beginning, intermediate, and ending activities; has prescribed performance requirements; operates within a prescribed budget; and is individually planned, managed, and controlled. A project is not constrained to any specific element of a budget structure.
  - k. Project Criteria Form. A generalized criteria document that identifies the need for a project and provides basic information. This document is completed by the project sponsor.
  - l. Project Proposal Request. A two-page document, which provides the scope (description), justification, and planning estimate for a proposed project. A PPR must be provided for each project contained in the Baseline GPP Project List, as well as other annual candidate project lists submitted by DOE/NV contractors or other DOE/NV requesting organizations. This document is completed by the contractor's GPP Planning Facilitator.
  - m. Total Estimated Cost. The TEC is the sum of costs for a project, which includes the cost of land and land rights; the cost of engineering, design, and inspection; the cost of construction; and the cost of initial equipment necessary to place the facility into operation.
  - n. Total Project Cost (TPC). The TPC is the sum of the TEC and all other costs identifiable to the project, such as all generic research and development; pre-Title I activities; and operating, plant, and capital equipment specifically associated with a project.
9. CONTACT. Questions concerning this Guide should be addressed to EAMD, (702) 295-1596.



Kathleen A. Carlson  
Manager

## GENERAL PLANT PROJECT (GPP) PLANNING PROCESS





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Attachment 2  
Page 1



## Department of Energy

Nevada Operations Office  
P. O. Box 98518  
Las Vegas, NV 89193-8518

JUL 24 1997

L. J. Ashbaugh, DOD/DSWA, Mercury, NV  
G. R. Papazian, LANL, Mercury, NV  
Jim Ogle, LANL, Mercury, NV  
F. M. Raymond, SNL, Mercury, NV  
G. L. Mara, LLNL, Livermore, CA  
W. E. Cooper, LLNL, Livermore, CA  
L. D. Posey, SNL, Albuquerque, NM  
E. T. Molnar, BN, Las Vegas, NV  
DOE/NV Principal Staff

### PROPOSED FY 1998 GENERAL PLANT PROJECTS (GPP)/PRIORITIZATION MEETING - AUGUST 6, 1997

GPP Short Form Data Sheets were submitted by DOE/NV sponsors in April 1997 for proposed FY 1998 funding (Enclosure 1). The potential candidates are:

Project	(\$K)
<b>SAMPLE</b>	
1. DAF Sewage Lagoon Liner, Area 6 (construction only)	446
2. LANL/LLNL CAMP, Sewage Lagoon Liner, Area 6 (construction only)	331
3. Emergency Generator B1-2-3 Complex, North Las Vegas	137
4. North Las Vegas Facility Fire Alarm Notification System	<u>1,631</u>
<b>GRAND TOTAL</b>	<b>2,527</b>

If there are any additional emergency FY 1998 GPP requirements please submit a Project Criteria Form (Enclosure 2) to Steven J. Lawrence, Director, Engineering and Asset Management Division (EAMD) by August 1, 1997.

Proposed projects will be discussed at the GPP Prioritization Meeting on August 6. The meeting will be held at 9 a.m. in the Nevada Support Facility/Pioche Conference Room (C-205). Sponsors will have the opportunity to present their project to the group. At the conclusion of the informational meeting, the GPP decision board consisting of AMs or their designated representatives and Joint Test Organization representatives will meet in the executive session. The Decision Board will review, prioritize if required, and approve the list of FY 1998 GPPs to be funded. This list will be formalized and distributed by the EAMD.

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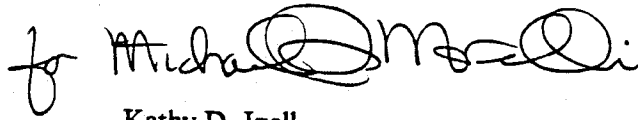
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Multiple-Addressee

-2-

JUL 24 1997

If you should have any questions concerning this request, please contact Gerry V. Babero, EAMD, at 295-1596. Your attention to this matter is greatly appreciated.



Kathy D. Izell  
Assistant Manager  
for Technical Services

EAMD:GVB-6242

Enclosure:

As stated

cc w/o encl:

N. F. Cochrane, BN, Las Vegas, NV  
T. O. Edwards, BN, Las Vegas, NV  
George Simmons, BN, Las Vegas, NV  
J. C. McClure, EAMD, DOE/NV,  
Las Vegas, NV  
M. E. Slichko, EAMD, DOE/NV,  
Las Vegas, NV  
W. D. Shipley, EMD, DOE/NV,  
Las Vegas, NV  
C. G. Lockwood, RMD, DOE/NV,  
Las Vegas, NV  
M. G. Pinion, RMD, DOE/NV,  
Las Vegas, NV  
J. M. Soesbe, RMD, DOE/NV,  
Las Vegas, NV  
J. H. Winget, RMD, DOE/NV,  
Las Vegas, NV  
J. L. Leppert, STD, DOE/NV,  
Las Vegas, NV

SAMPLE

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**Attachment 3  
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**PROJECT CRITERIA FORM**  
Conceptual Design Data for Project Proposal

Date: \_\_\_\_\_

Instructions: (1) Please complete this form to the best of your knowledge. If information is not available for a particular question, indicate in the space allowed. (2) If the space provided for your answer is inadequate, please continue your answer on the back of the page or on an attached sheet and reference the question.

1. Project Title:
2. Proposed Location:
3. Information Source:  User/Agency: _____ Name and Title: * _____ Signature: _____ Mail Stop: _____ Telephone: _____
4. Project Description:  Project Type: (check all appropriate responses):  New facility _____ Modification _____ Expansion _____ Other _____ Describe (if "other" is checked):  <div style="text-align: center; font-size: 4em; opacity: 0.5; font-family: serif;">SAMPLE</div>
5. Facility purpose/function (include relationship to any specific test program(s)):
*The person identified as the information source will be used as a contact if further details are needed or specific questions arise in regard to the project.

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**PROJECT CRITERIA FORM  
Conceptual Design Data for Project Proposal**

Date: \_\_\_\_\_

1. Project Title: _____	
6. Personnel:  Current number (Total): _____ Highest projected number (Total): _____ Fulltime: _____ Parttime: _____  Occupational categories: _____	
7. Equipment (types to be used in facility):  Standard equipment: _____  Special equipment: _____ Relocated equipment: _____	
SAMPLE	
8. Site Plan:	Attach sketch showing proposed location of project.
9. Floor Plan:	Attach sketch showing proposed floor plan.
10. Preferred Construction Completion Date:  Design: _____ Construction: _____  Justification of Dates selected: _____	

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**PROJECT CRITERIA FORM  
Conceptual Design Data for Project Proposal**

Date: \_\_\_\_\_

<b>1. Project Title:</b>
<b>11. Project Justification:</b>  Why is a new or expanded facility necessary?  Are there any existing facilities in the vicinity which could be utilized with modifications?  If the project is not funded, what will be the specific program impact?  If the project completion is delayed by one or more FYs, what will be the specific impact upon the program?
<b>12. Alternatives/Economic Analysis:</b>  Attach the form to the Fact Sheets. All <i>Alternatives Considered</i> (except the one chosen) must be included in the <i>Alternatives Eliminated</i> category. All <i>Alternatives Eliminated</i> must be included in the <i>Alternatives Considered</i> .
<b>13. Other information in Support of the project:</b>
<b>14. Preliminary Estimate:</b> Attach all previous estimates. Show the date each estimate was prepared and the name of the estimating agency.
<b>15. Contingency Factors:</b>  Are there any site-specific, construction related, or design related features which must be considered?

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**PROJECT CRITERIA FORM  
Conceptual Design Data for Project Proposal**

Date: \_\_\_\_\_

<b>1. Project Title:</b>
16. Environment, Safety, and Health Considerations: (Outline any special environment, safety, or health related issues which requires attention. Identify and outline all known hazards and proposed controls to prevent or mitigate hazards. List reports which have been completed with the preparation date and the name of the agency which prepared it. Also list reports which will be required.)
17. Special Features:     Specific information is required for each applicable item.  Pages 3 through 6 may be omitted for projects such as water wells, sewage lagoons, power lines, and roads. These types of projects should be described in detail on separate, attached sheets.
18. Architectural/Structural:  Physical Description: Dimensions: _____ Square footage: _____ Ceiling height: _____ Area allocations (e.g., office, lab/shop with approximate sizes): _____ Other: _____
19. Facility Features:  Special loading (building and foundation):  Special spatial relationships:  Sound attenuation requirements:  Building type (pre-engineered metal, concrete block, etc.):  Room finish preference:  Special use areas (computers, etc.):  Nuclear handling, HE, containment requirements:  Other:

GENERAL PLANT PROJECT  
PLANNING PROCESS GUIDE

NV G 430.X1  
2-11-00

Attachment 3  
Page 5

PROJECT CRITERIA FORM  
Conceptual Design Data for Project Proposal

Date: \_\_\_\_\_

1. Project Title:
20. Civil:  Parking requirements (square feet and number of vehicles):  Utilities availability:  Building location on site:  Landscaping:  Area lighting:  Fencing:  Surfacing requirements:  Drainage requirements:  Site-specific problems:  Other:
21. Mechanical:  Sewage and drain requirements:  HVAC requirements:  Fire protection requirements:  Solar:  Standard equipment:  Special equipment:  Other:

**GENERAL PLANT PROJECT  
PLANNING AND PROCESS GUIDE**

**Attachment 3  
Page 6**

**NV G 430.X1  
2-11-00**

**PROJECT CRITERIA FORM  
Conceptual Design Data for Project Proposal**

Date: \_\_\_\_\_

<b>1. Project Title:</b>
<b>22. Electrical:</b>  <i>Lighting requirements:</i>  Interior:  Exterior:  <i>Power requirements:</i>  Interior:  Exterior:  <i>Equipment:</i>  <i>Other:</i>
SAMPLE
<b>23. Communications:</b>  Phones:  Terminals:  T.V.:  Other:
<b>24. Security Requirements:</b> List all security needs (e.g., area lighting, fencing, monitoring cameras, motion detectors, alarms, etc.).          



GENERAL PLANT PROJECT  
PLANNING PROCESS GUIDE

GENERAL PLANT PROJECT  
PROJECT PROPOSAL REQUEST  
Fiscal Year XXXX

Operations Office  
Nevada

Program  
XXXXXXXX XXXXXX

Point of Contact:

**Title of Project**  
Nevada Test Site, Nevada

**Planning TEC: \$0,000,000**  
Estimate Date: MM-DD-YR

Sponsor:

Construction Complete: MM-YR

1. Description of project:

2. Background and Justification:

SAMPLE

Date: Month Year

GENERAL PLANT PROJECT  
PLANNING PROCESS GUIDE

Baseline GPP Project List

FY 1997 GPP PROJECTS (as of 9/5/97)				
PA	PROJECT	(\$K)	BN ( PM)	DOE (PE)
96-261	CP-9 Control Room Modifications, Area 6, NTS	548	Dinse (X-2242)	Thomas (X-7746)
96-266	Area 6 Gas Station - Underground Storage Tanks Removal & Replacement, NTS	850	Musick (X-7837)	Thomas (X-7746)
96-268	Refurbish 2 & Replace 1 Existing Forebay (Water System) Tanks, NTS	521	Dinse (X-2242)	McClure (X-0937)
97-282	Refurbish 1 / Replace 1 Existing Forebay (Water System) Tanks, NTS	346	Dinse (X-2242)	McClure (X-0937)
97-284	DAF Sewage Lagoon Liner, Area 6, NTS	67	Sgamma (X-2921)	Martinez (X-5209)
97-285	LANL/LLNL Camp Sewage Lagoon Liner, Area 6, NTS	67	Sgamma (X-2921)	Martinez (X-5209)
97-289	Remove 11/ Replace 4 Underground Storage Tanks, (Sitewide) - NTS	924	Musick (X-7837)	Thomas (X-7746)
97-290	Groundwater Monitoring Well Pump Installation, Area 23, NTS	96	Dinse (X-2242)	Martinez (X-5209)
96-265	Building 6-904 Cable Equipment Modifications, Area 6, NTS	516	Doering (X-3707)	Thomas (X-7746)

GENERAL PLANT PROJECT  
PLANNING PROCESS GUIDE

Baseline GPP Project List

FY 1997 GPP PROJECTS (as of 9/5/97)				
PA	PROJECT	(\$K)	BN ( PM)	DOE (PE)
97-278	Viewing Platform for Sedan Crater, A-10, NTS	73	Dinse (X-2242)	Eleogram (X-7497)
97-283	WSI Conditioning Center, C-1, NLV	270	Sgamma (2921)	Martinez (X-5209)
97-287	Decontamination Facility, Area 6, NTS	276	Doering (X-3707)	Eleogram (X-7497)
97-280	BN Personnel and Facility Consolidation	105	Doering/ (X-3707)	McClure (X-0937)
GRAND TOTAL		\$4,664		

## **GPP DECISION BOARD PRESENTATION**

### **DAF SEWAGE LAGOON LINER, A-6**

- **SCOPE**
- **DESCRIPTION**
- **JUSTIFICATION**
- **REGULATORY DRIVERS**
- **MISSION IMPACT**
- **PLANNING ESTIMATE**
- **CONSTRUCTION COMPLETION DATE**
- **DRAWING(S)/SKETCH(ES)**

**SAMPLE**

## **GPP DECISION BOARD PRESENTATION**

### **DAF SEWAGE LAGOON LINER, A-6**

- **SCOPE**
  - ▶ **Install an engineered liner in the existing Device Assembly Facility (DAF) primary sewage lagoon.**

**SAMPLE**

## **GPP DECISION BOARD PRESENTATION**

### **DAF SEWAGE LAGOON LINER, A-6**

- **DESCRIPTION**

- ▶ **Install an engineered liner, geogrid, and one (1) foot of Type II soil cover in the existing 12,265-square-foot DAF primary sewage lagoon.**
- ▶ **Approximately three-inches of Type II soil cover will be used to cover the existing lagoon bottom prior to the installation of the liner.**
- ▶ **The current depths of five (5) feet operating depth and a maximum depth of eight (8) feet with two (2) feet of freeboard will be maintained by raising the surrounding berms.**
- ▶ **Included in this project will be the removal and disposal of any existing sludge.**

## **GPP DECISION BOARD PRESENTATION**

### **DAF SEWAGE LAGOON LINER, A-6**

- **DESCRIPTION**

- ▶ The state of Nevada Water Pollution Control Permit, GNEV93001, which regulates the operation of all sewage lagoon facilities on the NTS, became effective on February 1, 1994.
- ▶ This permit requires that one of four acceptable methodologies must be established at each active lagoon site to attain compliance by January 31, 1999.
- ▶ Based on existing flows, the most feasible and cost effective option to comply with this requirement at the DAF is to install an engineered liner.

## GPP DECISION BOARD PRESENTATION

### DAF SEWAGE LAGOON LINER, A-6

- **DESCRIPTION (continued)**
  - ▶ The cost of hydrogeological modeling with site specific characterization, vadose zone monitoring, and the installation of a groundwater monitoring well are all higher than the proposed liner installation.

SAMPLE



## **GPP DECISION BOARD PRESENTATION**

### **DAF SEWAGE LAGOON LINER, A-6**

- **REGULATORY DRIVERS**

- ▶ Nevada Water Pollution Control Permit, GNEV93001
- ▶ Nevada Administrative Code 445A.070 through 445A.348 and 445A.284
- ▶ Nevada Revised Statutes 445.131 through 445.354

SAMPLE

## **GPP DECISION BOARD PRESENTATION**

### **DAF SEWAGE LAGOON LINER, A-6**

- **MISSION IMPACT**

- ▶ If this project is not funded, the DAF sewage lagoons will be out of compliance with the state of Nevada Water Pollution Control Permit, GNEV93001. The lagoons will have to be shut down or the Nevada Department of Environmental Protection could take action and issue fines up to \$25,000 per day.

**SAMPLE**

## GPP DECISION BOARD PRESENTATION

### DAF SEWAGE LAGOON LINER, A-6

- **PLANNING ESTIMATE**

Construction.....\$513,000

SAMPLE

## **GPP DECISION BOARD PRESENTATION**

### **DAF SEWAGE LAGOON LINER, A-6**

- **CONSTRUCTION COMPLETION DATE**

**June 1998**

**SAMPLE**

## **GPP DECISION BOARD PRESENTATION**

### **DAF SEWAGE LAGOON LINER, A-6**

- **DRAWING(S)/SKETCH(ES)**

**SAMPLE**